

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: IB 98-1 (03/13/98)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 506 RECLASSIFICATION SCHEDULE TEMP	EFFECTIVE DATE: 10/10/03

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PURPOSE

To describe the manner and frequency in which inmates are reclassified.

AUTHORITY

NRS 209.341
NRS 209.351

RESPONSIBILITY

The chairperson of the classification committee is responsible to insure that any actions and recommendations of the committee conform to the requirements of Series 500 of the Administrative Regulations of the Department.

The Offender Management Administrator (OMA) is responsible for the Department's classification system.

DEFINITIONS

CENTRAL CLASSIFICATION – A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

CUSTODY EXCLUSIONS – Case factors documented in sections C and D of objective classification instruments, which exclude an inmate from reduced custody levels, which documents the reasons for not assigning the computed custody level.

INSTITUTIONAL CLASSIFICATION – Any classification where the completion of a new classification is not required, such as institutional changes in program assignments, or housing which do not require the approval of Central Classification.

INTERIM RECLASSIFICATION DATE – Used to designate a need for reclassification sooner than the date scheduled for the inmates six (6) month Periodic Reclassification.

NEVADA CORRECTIONAL INFORMATION SYSTEM (NCIS) – The Department's internal information tracking system, which is an integral element in the classification of the Nevada Department of Corrections inmates.

OBJECTIVE CLASSIFICATION – An automated NCIS system that associates numerical values to objectively derived case factors that logically relate to inmate classification decisions.

REGULAR RECLASSIFICATION – Any classification hearing supported by a new objective classification instrument, involving a complete review of the inmate's case factors relevant to custody, housing and assignment.

APPLICABILITY

This regulation applies to all inmates within the Department and all staff involved in the classification process.

PROCEDURES

506.01 REGULAR RECLASSIFICATION

1.1 A new instrument is required when the proposed classification is subject to approval by the Offender Management Division (OMD) or when the inmate has not had a new instrument in six months. **(3-4287)**

- Regular reclassification will occur no less frequently than once every six months.
- The schedule of future reclassification hearings is reset each time an inmate receives a regular reclassification.

1.2 The Nevada Corrections Information System (NCIS) provides a means of identifying inmates who are eligible or overdue for regular reclassification.

1.2.1 It also provides identification of those inmates who have interim dates requiring a regular reclassification.

1.2.2 The classification committees should see these cases as soon as practical during the required month.

1.3 Regular reclassification should include a review of all case factors relevant to the inmate's custody, housing and assignment.

506.02 INSTITUTIONAL CLASSIFICATION

1.1 Institutional classification may occur as often as necessary to adjust those elements of an inmate's status, which do not require approval by the OMD.

1.2 Institutional classification involves a review of selected items of an inmate's classification, as opposed to a regular review where all aspects are considered.

1.3 Institutional classification does not require that a new instrument be completed.

1.4 Institutional classification does not effect the periodic reclassification date.

1.5 Institutional classification may be conducted in-absentia if:

- The proposed change is minor;
- Not adverse; and
- The inmate waives presence.

506.03 EVENTS OR CIRCUMSTANCES WHICH REQUIRE RECLASSIFICATION

1.1 Specific events or the satisfaction of various statutory requirements for reduced custody may indicate the need for a classification hearing for the inmate.

1.1.1 These events or circumstances may include, but are not limited to the following:

- The six (6) month anniversary of an inmate's last regular reclassification should trigger a classification hearing.

1.2 Completion of Casework

1.2.1 The completion of casework which resolves uncertainties and removes obstacles to an inmates progression through the classification system should trigger a classification hearing.

- Interim review dates may be set to prompt a periodic review.

1.2.2 Satisfaction of Time Frame Requirements for Assignment to Minimum Custody is when an inmate has met the criteria for assignment to reduced custodies by satisfying the time frame to release and time frame to violence elements, their case should be scheduled for review.

1.3 Transfer/Arrival From Another Institution/Facility

1.3.1 An intra-department transfer will be preceded by a new classification instrument by the sending institution/facility. This is necessary to establish the inmate's new classification status.

1.3.2 Upon arrival an institutional classification hearing should be conducted within three (3) working days.

- Designated OMD staff may give verbal approval.

1.4 Post Disciplinary Classification

1.4.1 Subsequent to a disciplinary hearing, the confinement of an individual in disciplinary segregation or austere housing may require the completion of a regular reclassification hearing.

1.4.1.1 This is necessary to document exclusions from various custody levels based upon the disciplinary sanctions, and to correct computed custodies based upon segregation.

1.4.1.2 These hearings would also document disciplinary segregation out-dates in narrative of the NCIS. Classification staff should be guided by the regulations, which govern this circumstance.

1.5 When an inmate is requesting assignment to protective segregation should have their request considered and acted upon by the classification committee.

- Requests for protective segregation should be treated as a priority matter and not be delayed unnecessarily, and exclusions documented on the objective classification instrument.

1.6 After a Parole Board hearing is completed custody reductions or custody increases may be appropriate.

1.7 After an inmate has completed Disciplinary Segregation/Austere Housing, custody reductions or increases may be appropriate.

1.7 When there are changes in the inmate's legal status, subsequent to their arrival at the Department, may have an immediate and direct bearing on their classification status.

- This would include, but is not limited to sentence reductions, new convictions, and the placement or removal of holds and detainers.

506.04 HEARING REQUIREMENTS FOR ADMINISTRATIVE SEGREGATION AND PROTECTIVE SEGREGATION

1.1 The frequency of classification hearings for inmates who are placed in administrative or protective segregation are governed by the Department's Administrative Regulations 507 and 509 respectively.

REFERENCES

ACA Standards 3-4287

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.